



# Aspen Room

Room Capacity 60  
Seated at table 46

Name:  
Contact phone:  
Event date:  
Set up time:  
Time and duration of event:

Please clearly note preferred set up configuration on diagram

## Provided in Room:

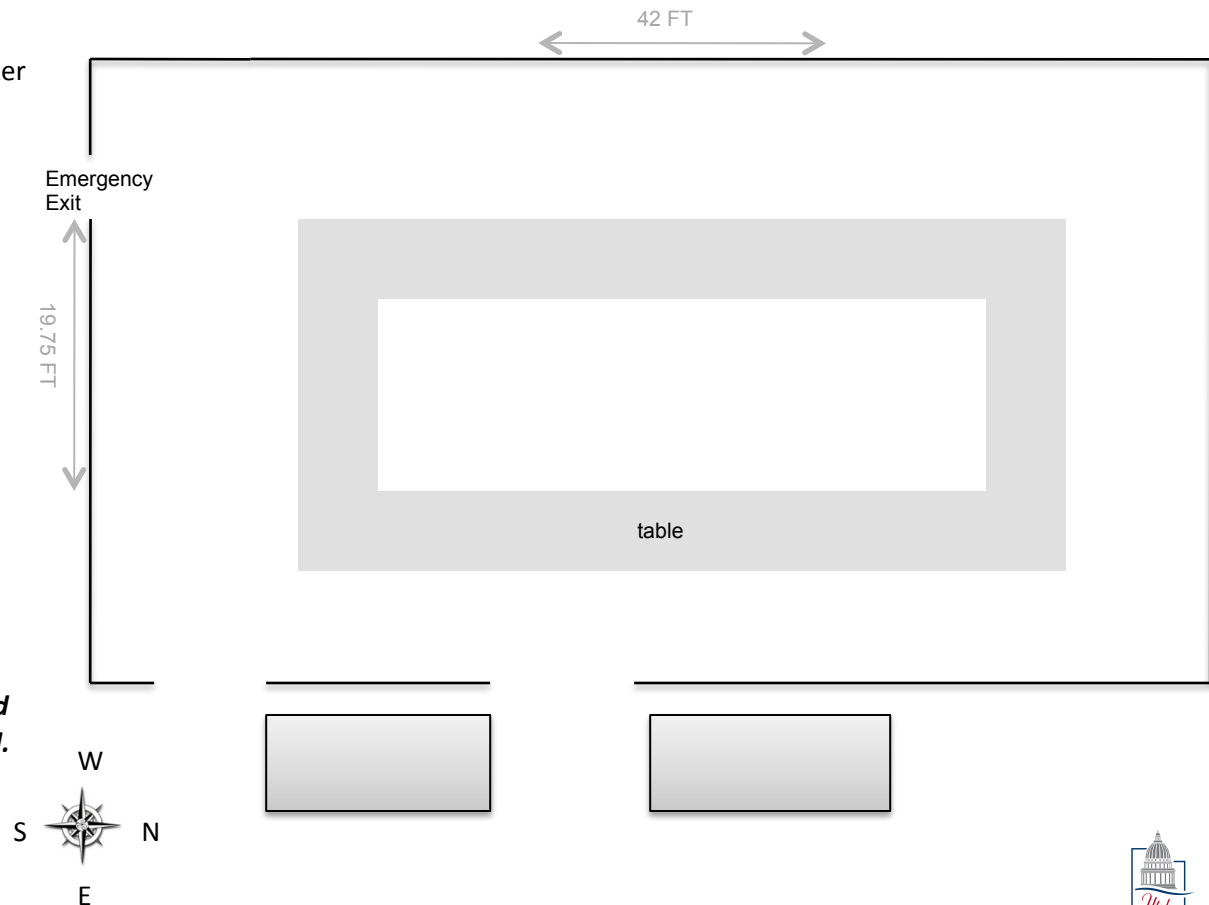
- 36 chairs around table with 10 chairs around perimeter
- 12 tables in hollow rectangle setup
- 2 catering tables outside room.

## Possible Set Ups (Set Up Fee Applied)

- Auditorium Style (chairs only): 50
- Cafeteria Style (chairs on both sides of table): 60
- Classroom Style (chairs on one side of table): 30

Please note additional equipment needed  
(chairs, tables, garbage cans, podium and mic):

*Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.*



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov)